



Preserving and Protecting the Public's Health

**Public Health Accreditation Board (PHAB)
Accreditation Leadership Team (ALT) Meeting**

Meeting Arrangements:

Date: Thursday, July 24, 2014
Scheduled Time: 10:00 AM – 11:30 AM
Meeting Location: The RSA Tower, 9th Floor Training Room, Montgomery, AL

Attendance in Person:

ADPH:

Bob Hinds	Jim McVay
Brent Hatcher	Mary McIntyre
Brian Hale	Nancy Wright
Carol Heier	Pat Ivie
Carolyn Bern	Thomas Miller
Chris Haag	Viki Brant
Dale Quinney	Walter Geary
Debra Thrash	
Lisa Jones (<i>for Jeffrey Wright</i>)	

Absent:

ADPH:

Andy Mullins	Patronya Sanks
Carol Mysinger	Sally Palmer
Cathy Caldwell	Sherry Bradley
Jamey Durham	Stacey Adams
Michele Jones	Valerie Cochran

Attendance via Conference Call:

None

Meeting Chair: Carol Heier
Call to Order: 10:05 AM
Adjournment: 11:08 AM
Approval: August 28, 2014

Welcome and Introductions- Carol Heier

Carol Heier welcomed members of the ALT and thanked them for their attendance.

Documents:

- Handout #1 - Meeting Agenda

Conclusions:

- No questions, objections or assignments for this discussion.

Agenda Item 1: Review/ Approval of the Minutes of June 26, 2014

Carol Heier distributed the draft version of the ALT meeting minutes of June 26, 2014 with an updated Lotus Notes calendar invitation on July 23, 2014 and posted them in Employee Documentation Application (EDA) under the PHAB Accreditation Leadership Team Meetings section. She also distributed them as meeting Handout #2. Carol asked if there were any changes needed. None were requested. Brian Hale motioned to approve the minutes and Jim McVay seconded the motion. By vote, the minutes were approved unanimously by the ALT.

Documents:

- Handout #2: Draft Meeting Minutes of June 26, 2014

Conclusions:

- Carol Heier will post the approved meeting minutes of June 26, 2014 in the EDA with handouts from that meeting.

Agenda Item 2: Old Business – Carol Heier**Accreditation Leadership Team Charter/Roles and Responsibilities**

Carol referred those in attendance to Handout #3, a printout of the department's initial accreditation self-assessment. Scoring for the self-assessment was completed by the respective Domain Workgroups and final scores were submitted by June 30, 2014. She referenced the summary and radar chart as quick ways to see the self-assessment results. She encouraged Domain Leads to reference their self-assessment in their updates later in the meeting, especially focusing on those areas where documentation may be lacking. Other Team members may have some suggestions about documents the Workgroup could consider.

Documents

- Handout #3 – Initial Accreditation Self-Assessment – June 30, 2014

Conclusions:

- No questions, objections or assignments for this discussion.

Agenda Item 3: Old Business – Domain and Panel Leads**Workgroup/Panel Member Updates**

Accreditation Champions: Carol reported that she is working with Arrol Sheehan to publish articles about the Community Health Assessment (CHA), submission of the Statement of Intent, and the strategic plan in the next issue of Alabama's Health. With the assistance of Michael Smith in Video Communications, Dale Quinney and Carol conducted a 1 ½ hour satellite for ADPH staff on July 17, 2014. Carol updated staff on the accreditation process, the reasons we are pursuing accreditation, and our department's plan and progress. Dale discussed the CHA results, including supporting data and comparisons with national data. "Community Health Assessment 101: A Primer for ADPH Employees" was approved for nursing and social work CEUs. Carol is working with Karl Bryant in the Communications and Social Marketing Division to develop a

graphic that will be associated with the department's strategic plan. The graphic will be used on posters and with other printed or electronic information about the plan. She is also working with Blu Gilliland and Noelle Ahmann to redesign the flyer about accreditation for ADPH staff.

Document Review Panel (DRP): Debra Thrash reported that the DRP is a little behind on reviewing documents, but they will be sending more responses to Workgroups soon. She displayed a documentation example that was submitted to the DRP. The document was an excellent publication, but she asked the Team to identify what was missing. The point of the exercise was that the publication was not dated. She asked the Team to ensure that their documents are dated. If the document does not have a date, an additional file should be submitted with the document as supporting evidence to confirm when the document was printed. She said that a document such as a print request sent to the print shop or a screenshot showing the final version of the document on the computer hard drive might be ways to do this. If there is no way to substantiate the date of the document, we may need to look for another documentation example.

She also asked Domain Leads to wordsmith the Domain standards and measures to decipher exactly what documentation needs to be provided. For instance, if the measure asks for evidence of ADPH engagement at the beginning of a project, documentation of ADPH participation at the end of the project is not sufficient.

Dr. Miller supported Debra's comments and said that he is committed to gearing up to make some more progress with the document review. He reiterated that accreditation is important for our agency and that more attention is being given to it at the federal level. We need to continue to stay focused and committed to the process. Dr. Miller said that he is enjoying his participation on the DRP because it is giving him a perspective on the richness of what is going on the agency.

Domain 1 – Conduct Assessment Activities: Dale Quinney reported that the Workgroup is focused on getting county level health data together for the website and the Community Health Assessment (CHA) publication. The Workgroup has been asked by Medicaid to group the county level data by regional care organization (RCO) regions, also. Collecting some of the data will be a challenge.

The self-assessment scores are accurate. Some of the measures require the documentation to be dated within the last two years, so the Domain will concentrate on these measures beginning August 2014. Otherwise, documentation selection/development is progressing well. He reported receiving many positive comments about the July 17 satellite that Carol mentioned earlier.

Domain 1 and 5 met with staff from the Alabama Department of Mental Health (ADMH) yesterday to review the CHA findings and encourage their participation in the Community Health Improvement Plan (CHIP) stakeholders groups. From a Domain 1/data standpoint, it was a positive meeting. The data collected in the CHA revealed

some things that ADMH did not realize. They also wanted to provide us with some better data sources and indicators related to mental health and substance abuse.

Domain 2 – Investigate Health Problems: Dr. McIntyre reported that no documents have been submitted to the DRP from Domain 2, yet, but a lot of good documents have been identified. The Workgroup just needs to choose the best example to submit. The Workgroup could not meet in July, so they are looking toward holding a ½ day working meeting in August. The missing documentation as reflected in the self-assessment results is primarily related to examples that demonstrate “tribal and local” collaboration (i.e., Measure 2.1.6). Increased effort is being given to including the tribe (Poarch Band of Creek Indians) in activities and processes. Disease Control and Prevention has held meetings at the reservation in the past, but those meetings did not always result in documentation regarding tribal participation. Effort is being given to remedy this when similar meetings are held currently. In reference to Measure 2.2.2, work is being done to update the epidemiology protocols related to the department’s all-hazards plan. This protocol will be shared with Jefferson County Health Department who is already using the ADPH investigation protocol. In reference to Measure 2.3.4, there is evidence that we work with other agencies outside of public health during investigations, but we do not have memorandums of understanding (MOUs) or written agreements with them about the collaboration. At a recent annual laboratory meeting, a model MOU was shared by a speaker from the Federal Bureau of Investigations (FBI) that is being used by some other health departments and entities around the nation. Dr. McIntyre will be reaching out to ADPH legal staff for assistance to develop a formal MOU about collaborating on investigations that can be implemented in Alabama. Brian Hale and Chris Haag mentioned that the department does have some written MOUs and agreements with the Poarch Band of Creek Indians, but Dr. McIntyre said that those did not address disease investigations.

The Workgroup has identified some good documentation examples that are not dated, so these documents are under revision. A revision date will be added. She concluded by saying that we all need to do a better job of documenting our work.

Domain 3 – Inform and Educate about Public Health: Jim McVay reported self-assessment scores for the Domain are all “4” since all documentation has been submitted to the DRP. Twenty-two of the 34 documents had to be dated within the last 5 years and 12 of them had to be dated within the last 2 years. The Workgroup is awaiting feedback from the DRP.

Domain 4 – Engage with the Public to Solve Public Health Problems: Jim McVay reported self-assessment scores for the Domain are all “4” since all 16 documentation examples have been submitted to the DRP. The Workgroup is awaiting feedback from the DRP.

Domain 5 – Develop Public Health Policies and Plans: Carolyn Bern reported that much of the activity with the Workgroup is focused on the CHIP. The CHIP stakeholders meeting has been set for Wednesday, August 20 from 9 AM – 12 Noon at the

Montgomery County Health Department Auditorium. The Workgroup has identified a little over 40 stakeholders who will be invited to participate in the CHIP stakeholders group. At the meeting, the stakeholders will participate in a process to identify the top 3 priorities on which to focus improvement initiatives and the broad goals for each priority. Carolyn asked the Team for assistance to identify contact people for the Alabama Department of Human Resources (DHR), the Alabama Power Foundation, Blue Cross/Blue Shield, and the Business Council of Alabama. Chris Haag said that Family Health Services had contacts at DHR that he could provide. Dale Quinney and Carolyn have done a lot of outreach to support the CHIP process.

The University of Alabama at Birmingham (UAB) Project Team will facilitate the CHIP stakeholders meeting. A video conference was held with them on Tuesday, July 22, 2014 to discuss plans for the meeting, expected outcomes, and the CHIP document.

Carolyn invited ALT members to attend the CHIP stakeholders meeting if they wanted, but mentioned that they would not be allowed to participate in the prioritization process.

Valerie Cochran has submitted some documentation to the DRP from Domain 5 and they are awaiting feedback.

Domain 6 – Enforce Public Health Laws and Regulations: Brian Hale reported that the Workgroup has not met since the last ALT meeting. They are working to assemble some documentation examples, however. A focused and fruitful small group discussion was held with legal staff to identify internal documentation examples for Standard 6.3. The Leads have a better sense about the documentation that is available for this measure. If the self-assessment was completed now, the scores would likely be higher. The Workgroup will meet again in early August and they hope to get all of their documentation submitted to the DRP in the near future.

Domain 7 – Promote Strategies to Improve Access: Viki Brant reported that the Workgroup has not met since the last ALT meeting. They have identified some additional documentation examples since the self-assessment scores were determined, but the measure scores are still accurate. The Workgroup had selected some documentation examples from the Child Health Insurance Program, but they have learned that it is not a PHAB-approved program area. They have identified some other appropriate documentation, however. They have struggled with areas that have to be linked to coalitions and outcomes. Activities are being conducted and documented, but do not have all of the necessary components required by the measure or are not within the required timeframe.

Domain 8 – Maintain a Competent Workforce: Brent Hatcher reported that assignments for documentation collection have been assigned to the Workgroup members. As indicated by the self-assessment scores for the Domain, the department workforce development plan is lacking and the Workgroup is trying to address this. He thanked Carol Heier for her assistance with this effort. Carol reported that some quality improvement activities were added to the National Public Health Improvement Initiative (NPHII) project plan to support the workforce development plan. Carol reviewed some

of the activities included in the NPHII project plan including identifying staff training needs related to the core competencies of public health, improving staff understanding of the core competencies, linking them to resources to get core competency training, and printing annual appraisal training reports from the Learning Content Management System (LCMS).

Domain 9 – Evaluate and Continuously Improve: Nancy Wright reported that the self-assessment scores for Domain 9 are very low, but improvement in both the activities and the documentation will improve soon as the performance management system is implemented and the quality improvement (QI) plan is developed. The scores should improve in fall 2014. Documentation has been identified related to customer satisfaction efforts and it is being prepared for submission to the DRP. Carol reported that invitations have been sent to potential members of our QI Council and the best date for the QI Plan workshop facilitated by the Public Health Foundation (PHF) is being determined. The performance management program teams are gearing up for their training in August. A WebEx was held with Jeremy Vanderknyff from the South Carolina Department of Health and Environmental Services on Friday, July 11, 2014 to obtain technical assistance with set-up and entering background information for the Performance Management Dashboard. He also provided some additional reference materials. Melissa Hornsby has made some more progress with customizing the dashboard for Alabama and it is ready for additional testing. A WebEx is planned with the PM trainer from the PHF to demonstrate the dashboard in preparation for the PM workshop. We hope to have the dashboard operational by August 19, the date of the PM workshop. If it is not operational, ADPH will use the Excel spreadsheet developed by the PHF to track performance measures until the dashboard is working. The PM and the QI Plan workshops are being provided through NPHII technical assistance and funding.

Domain 10 – Contribute to and Apply the Evidence Base for Public Health: No report.

Domain 11 – Governance: Lisa Jones reported on behalf of Jeffrey Wright who was unable to attend the ALT meeting today. Approximately 65% of the documentation for Domain 11 has been submitted to the DRP. The high scores on the Domain 11 self-assessment are accurate and relate to the nature of the documentation required. Some feedback has been received from the DRP on documentation examples submitted, and Jeffrey is working to make some corrections/improvements/updates and he has resubmitted some of the documents. The Workgroup's goal is to have 75% of the Domain 11 documentation submitted by October 1, 2014.

Domain 12 – Administration: Pat Ivie reported that Michele Jones has done a good job of identifying much of the documentation needed for Domain 12. As reflected in the self-assessment scores, Measures 12.2.1 and 12.3.3 were rated low. The department does not have sufficient documentation about orientation of new State Committee of Public Health (SCPH) members. It also has not identified the documentation to support discussions with the governing entity about performance management and improvement.

Debra Thrash, Brian Hale, and Jim McVay suggested that the Workgroup review the process the department follows to complete the annual report. The report is shared with the legislature and the department's governing body. The cover letter in the annual report documents that the SCPH approved it. Dr. Williamson also presents the report at the Medical Association of the State of Alabama (MASA) annual meeting.

The Domain has not had an opportunity to meet since the last ALT meeting.

Documents

- None

Next Meeting

Date and Time: Thursday, August 28, 2014, 10:00 AM – 11:30 AM

Meeting Location: The RSA Tower, 9th Floor, Training Room 980

Proposed Agenda Items:

- Update on ADPH Accreditation Process
- Accreditation Leadership Team Reports